

2005 West Virginia LICENSE AND APPOINTMENT RENEWAL INFORMATION

Licensees should verify their address on record with this office on our website at www.wvinsurance.gov under Quick Search.

Address/Name changes should be FAXED *immediately* to Agents Licensing & Education at (304) 558-4966.

Address/Name change form can be found at this link:

http://www.wvinsurance.gov/forms/agents/agent_request_form.pdf

Individual NON-RESIDENT Producer Renewals - Major Lines only - Life, Accident & Sickness, Property-Casualty, Personal Lines

CHOOSE ONLY ONE OPTION:

OPTION 1: Renew online (available NOW) thru the National Insurance Producer Registry (NIPR) at <https://www.licenseregistry.com/html/pacSignIn.html>

If a license is renewed online thru NIPR, DO NOT send a paper renewal.

OPTION 2: Paper renewal - A paper renewal notice will be mailed approximately April 1st to the address on record with the West Virginia Insurance Commissioner's office. The *unaltered* payment stub and renewal fee must be received by the lockbox processor on or before May 20, 2005.

Non-payment or non-receipt of the renewal and fee (whether online or paper) will constitute non-renewal of the license effective 5-31-2005. Producer licenses that are not renewed will result in notification of cancellation of appointments being mailed to all insurance companies the producers were actively appointed to represent at the time of non-renewal. Renewed licenses will be effective 6-1-2005 and will be mailed by June 1st. The license card will be mailed to the address on record with the West Virginia Insurance Commissioner's office.

Individual RESIDENT Producer Renewals (ALL licensees); Resident & Non-Resident Adjusters; and Individual NON-RESIDENT Producer Renewals - Limited Lines only (Limited Lines Credit, Title, Surplus Lines, Motor Vehicle Rental)

Online Renewal is NOT available, at this time, for any Resident licensees, Resident & Non-Resident Adjusters or any Non-Resident Limited Lines licensees:

Paper Renewal notices for individual resident and non-resident limited lines producers (agents) and adjusters will be mailed approximately April 1st to the address on record with the West Virginia Insurance Commissioner's office. In order to renew a West Virginia Individual Producer or Adjuster License for the period beginning June 1, 2005, the payment stub and fee in the amount of \$25.00 must be received by the Offices of the West Virginia Insurance Commissioner on or before May 20, 2005. The *unaltered* payment stub MUST be included with payment. Each payment stub is for use by the named individual only. The payment stub should not be reproduced or altered for use by any other producer. Alterations of stubs or remittances of payments for producers not matching the stub information could result in crediting of renewals to the wrong accounts. Individuals who have not received a notice by April 16th should contact this office to order their individualized renewal.

The DEADLINE for receipt of the renewal payment stub and fee will be May 20, 2005. The payment must be RECEIVED by that date, not postmarked. This deadline for receipt cannot be extended.

Non-payment or non-receipt of the renewal and fee will constitute non-renewal of the license effective 5-31-2005. Producer licenses that are not renewed will result in notification of

cancellation of appointments being mailed to all insurance companies the producers were actively appointed to represent at the time of non-renewal.

Non-Residents will not be required to submit a Letter of Certification with the renewal. Submission of the renewal stub and fee will serve as an attestation that the non-resident is currently licensed and in good standing in their home state.

Producers who do not wish to renew their licenses are not required to return the notice or contact the Insurance Commissioner's office. Non-receipt and non-payment of the renewal will constitute non-renewal of the license effective May 31, 2005.

Renewed licenses will be effective 6-1-2005 and will be mailed by June 1st. The license card will be mailed to the address on record with the West Virginia Insurance Commissioner's office.

Company Appointment Renewals

Company appointment renewal information will be mailed in June to all insurance companies. A renewal invoice and corresponding list of producers will be provided to each insurance company that has producers actively appointed as of June 1, 2005. The invoice and a check for the amount listed will be required to be returned to this office. Terminations from this list or adjustments to the invoice will not be permitted.

Appointments for producers that do not renew their licenses will be terminated effective 5-31-2005. A list of all terminated appointments will be included with the renewal invoice - the terminated producers will not be included in the invoice amount.

Agents Licensing & Education will make every attempt to have any appointment terminations received via paper processed prior to June 1, 2005. If terminations are submitted electronically thru NIPR/NAIC's authorized business partners, insurance companies should take steps to ensure that electronic terminations are submitted in sufficient time to be processed PRIOR to June 1, 2005, to avoid being billed for those producer appointments.

Business Entity (Agency) Renewals

Verify Address information at www.wvinsurance.gov under Quick Search for Agencies. Address changes must be FAXED *immediately* to (304) 558-4966 using the form found at this link: http://www.wvinsurance.gov/forms/agency/agency_request_form.pdf

Online renewal is NOT available, at this time, for Business Entity renewals.

Paper Renewal notices for resident and non-resident BUSINESS ENTITIES (AGENCIES) will be mailed approximately May 20, 2005 to the address on record with the West Virginia Insurance Commissioner's office.

To renew a West Virginia Business Entity for the license year July 1, 2005 thru June 30, 2006 the unaltered payment stub and fee in the amount of \$200.00 must be received by the lockbox processor on or before June 17, 2005.

The DEADLINE for receipt of the renewal notice and fee will be June 17, 2005. The payment must be RECEIVED, not postmarked, by that date. This deadline for receipt cannot be extended.

Non-payment or non-receipt of the renewal and fee will constitute non-renewal of the license effective 6-30-2005.

Non-Resident entities will not be required to submit a Letter of Certification if renewing the license. Submission of the renewal stub and fee will serve as an attestation that the non-resident entity is currently licensed and in good standing in its home state.

Renewed licenses will be effective 7-1-2005 and will be mailed by July 1st. The license card will be mailed to the address on record with the West Virginia Insurance Commissioner's office.